
P-CARD APPLICATION USER MANUAL.....	1
GENERIC VENDOR NUMBERS.....	1
INTRODUCTION	1
QUESTIONS AND ANSWERS	1
P-CARD STARS VENDOR NUMBER AND 1099 DATA FIELDS	2

P-CARD APPLICATION USER MANUAL

GENERIC VENDOR NUMBERS

INTRODUCTION

Agencies may see transactions posted to P-Card Generic Vendor and want to identify the source of generic vendor postings in order to reduce the number of occurrences. Often these transactions are due to issues with 1099MISC reporting and the vendor number in the STARS Vendor Number field.

QUESTIONS AND ANSWERS

The following questions and answers are common among agencies and should explain why a generic vendor number would appear and how to avoid these types of postings.

1. The application designed to use the Vendor ID as recorded in MasterCard and post to that vendor in STARS. But when a transaction is identified as not 1099 reportable and the vendor exists in STARS, if the STARS Vendor Number field is left blank, does it post to the generic vendor?

By design, the P-Card Generic Vendor is automatically added to any P-Card transaction going to STARS that is *not 1099 reportable* and does not have a STARS Vendor and suffix. To avoid having the generic vendor automatically added on transactions, make sure all transactions have a valid STARS vendor number and suffix.

2. When a STARS Vendor Number has multiple suffix codes, and there is no suffix code on the MasterCard Vendor ID, will the transaction post to the generic vendor if the STARS Vendor Number and suffix are not manually entered?

If the transaction is *1099 reportable* and the STARS vendor number and suffix are left blank, the MasterCard vendor ID will automatically be brought into STARS, but with no suffix. The transaction will error in STARS because a suffix is required. Make sure all transactions have a valid STARS vendor number and suffix.

3. Is it acceptable to manually enter the STARS Vendor Number in the P-Card application to override an incorrect MasterCard Vendor ID in the following instances?
 - a. MasterCard Vendor ID differs from STARS Vendor Number.
 - b. MasterCard Vendor ID does not exist in STARS.

Yes. MasterCard does not always get the vendor number updated on their files, so manually entering the STARS vendor number and suffix is acceptable.

P-CARD STARS VENDOR NUMBER AND 1099 DATA FIELDS

The following descriptions of STARS Vendor Number and 1099 data fields in the P-Card application are taken from the Approver and Verifier documentation.

STARS VENDOR NUMBER

The STARS Vendor Number is required for 1099 MISC reportable transactions.

If the transaction *is 1099 reportable* and the STARS vendor number and suffix are left blank, the MasterCard Vendor ID will be brought into STARS, but with no suffix. The transaction will error in STARS because a suffix is required.

If the transaction *is not 1099 reportable* and the STARS vendor number and suffix are left blank, the P-Card Generic Vendor Number is added to the transaction going into STARS. Enter the STARS vendor number and suffix in P-Card to avoid having the generic vendor on transactions in STARS.

1099

This indicator shows if a transaction is 1099 MISC reportable. (See STARS Vendor Number).

- Blank indicates the transaction is not 1099 reportable.
- I - Indicates that the transaction is 1099 reportable, but the STARS Vendor Number and Suffix is blank or there is an invalid 1099 Vendor ID number.
- V - Indicates that the transaction is 1099 reportable and has a valid 1099 Vendor ID number.
- C - Corporation. Payments to corporations are not 1099-MISC reportable unless the payment is for medical and health care, for attorneys' fees, or gross proceeds paid to an attorney. The 1099 System extracts these types of payments during the review of subobjects used, regardless of the "N" 1099 Indicator on the vendor. If the vendor name contains only the designation "Company," the payments must be reported – unless you have received confirmation (such as a completed Form W-9) that verifies the corporate status of the vendor.